

CHILD CARE LICENSURE INFORMATION MEMORANDUM

Number 5

Special Edition

Volume FY 2009

Announcements of Interest

- 1) Just a reminder, application and license fees have increased effective February 1, 2009. For a complete list you may go to www.healthyms.com, click on Regulations and Licensure, then Child Care and then Regulations effective February 2009.
- 2) Hopefully, most of you are aware of the peanut butter recall. If you have additional questions, you may visit http://www.msdh.state.ms.us/msdhsite/_static/23,7885,195.html
- 3) The Training Unit is now divided into three areas, but providers are free to obtain training in any of these areas. When you register for trainings, however, please make sure that the registration form is sent to the trainer in the area where you want to attend.
- 4) Training schedules and registration forms are now available from the Health Department website for your convenience. Go to: www.healthyms.com, click on Regulation and Licensure, then Child Care, and you can find them there.
- 5) The **Regulations Governing Licensure of Child Care Facilities** require all New Owners, Directors, and Director Designees to take *Child Care Regulations*, *Playground Safety*, and *New Directors Orientation* within six months of issuance of a new license, or within six months of appointment. For new facilities and existing facilities, these classes must be taken before **June 30, 2009**. Remember, if you have taken these classes, you must maintain copies of the certificates for licensure purposes.
- 6) In addition to the three required trainings for Directors, Owners, and Director Designees (*Child Care Regulations*, *Playground Safety* and *New Directors Orientation*), the training unit has begun offering several new trainings. These trainings currently include: *Behavior Management*, *Hand Washing and Sanitation*, *Infant and Toddler Regulations*, *After School Regulations*, *Nutrition* and *Menu Writing*. Beginning **April 1, 2009**, there will be a charge of \$10 per participant for each of these new non-required trainings.
- 7) All trainings will start at the appointed time. Participants who arrive more than 15 minutes after beginning time, or who arrive late, will not be given credit for the training. If participants are unfamiliar with a training location, please allow enough time to find the location. Trainers will be glad to help you with directions prior to the day of the training.

The Training Unit is here to help you understand and abide by the Regulations Governing Licensure of Child Care in Mississippi. If we can ever be of assistance, please do not hesitate to call: Area 1(Northern): Nancy Nunley, 662-323-7313, Area 2 (Central): Jessica Hardwell, 601-364-2827, Area 3 (Southern): Josie McCoy, 228-867-6236.

Approved Individual Trainers Effective Jan. 1, 2009

Name	Courses	Telephone Number
1. Marilyn Hathorne	Various	662-746-9919
2. Rachell Vicknair	Various	225-567-6981
3. Dorothy Lewis	Various	601-736-4915
4. Tori Hayes	Signing With Tots	601-487-8176
5. Deborah Girouard	Objectives for 3-4 Year Olds	228-424-2465
6. Martha Tripp	Objectives for 3-4 Year Olds	228-383-1112
7. Buddy Fish	Various	601-573-6771

For complete list of standing approval, please refer to back page of Information Memorandum.

The fee increase became effective February 1, 2009

The Fees, as approved, are as follows:

Regulations Governing of Licensure of Child Care Facilities for 12 or Fewer Children in the Operator's Home

1. **Application Fee**.....\$100.00
2. **Initial Licensure Fee**\$ 75.00
3. **Renewal Fee**.....\$ 75.00
4. **Reinstatement Fee**.....\$200.00
5. **Returned Check Fee**\$ 50.00
6. **Late Fee**.....\$ 25.00
7. **Fingerprinting Fee (Per Fingerprint Card)**.....\$ 50.00

Regulations Governing the Licensure of Child Care Facilities

1. **Application Fee**\$100.00
2. **Initial Licensure Fee**
 - a. Maximum capacity 12 or fewer\$ 75.00
 - b. Maximum capacity 13 to 30\$150.00
 - c. Maximum capacity 31 to 50\$200.00
 - d. Maximum capacity 51 to 100.....\$300.00
 - e. Maximum capacity 101 to 150.....\$350.00
 - f. Maximum capacity 151 or more\$400.00
3. **Renewal Fee**
 - a. Maximum capacity 12 or fewer\$ 75.00
 - b. Maximum capacity 13 to 30\$150.00
 - c. Maximum capacity 31 to 50\$200.00
 - d. Maximum capacity 51 to 100.....\$300.00
 - e. Maximum capacity 101 to 150.....\$350.00
 - f. Maximum capacity 151 or more\$400.00
4. **Reinstatement Fee**.....\$200.00
5. **Returned Check Fee**\$ 50.00
6. **Late Fee**.....\$ 25.00
7. **Fingerprinting Fee (Per Fingerprint Card)**\$ 50.00

Child Care Facility Lead Testing

Playground Lead Test Sample Procedure

*** Please Documentation on File***

This is required once for all facilities. To have your playground tested for lead, please follow these directions for obtaining your sample:

1. Collect small samples from around the playground and combine them in a **plastic** bucket. (metal buckets can affect the results)
2. Mix samples thoroughly in the bucket.
3. Place approximately 1 pint of soil in a plastic bag. (Ziploc)

Ship this sample, along with name, address and phone number to:

Ms State Chemical Lab
Box CR
Ms State, MS 39762
(662) 325-3324

Please note: The Chemical Lab will run the sample and send the results back to the child care facility. The cost is \$35 per sample, but **do not** send your payment in with your sample. The Chemical Lab will send you an invoice with the amount due after the testing of the sample is complete.

Lead Test for Buildings

*Only required for buildings constructed **before 1965**.*

1. Document the year your facility was constructed. If it was built **before 1965**, you must have a **lead hazard screen** or **lead-based paint risk assessment** done by an individual or company certified as a **risk assessor** by the Mississippi Commission on Environmental Quality.
2. For a current list, please contact Virginia Rickels at (601) 961-5777. You may also contact her by email, virginia_rickels@deq.state.ms.us

MSDH CHILDCARE LICENSURE REGISTRATION FORM

REPRODUCE AS NEEDED

- 1) All forms must be filled out completely and legibly. Training certificates will be issued from the list on the registration form.
- 2) You will receive an email confirmation (if you do not have an email, one will be mailed to you) which specifies exact location. Bring the email confirmation or verification notice to the training session on the date of your scheduled training . **Your acceptance into the training is verified only with a letter of confirmation.**
- 3) Pre-registration is required and will be accepted via mail or fax. Please refer to the Region listed on the Provider Training Schedule and mail to the following trainers:
 - a. Area 1 (Northern) – Nancy Nunley, P.O. Box 1487, Starkville, MS 39760 or fax (662) 324-1011
 - b. Area 2 (Central) – MSDH Child Care Licensure, P.O. Box 1700, Jackson, MS 39215-1700 or fax (601) 364-5058
 - c. Area 3 (Southern) – Josie McCoy, 1102 45th Avenue, Gulfport, MS 39501 or fax (228) 864-7940
- 4) Please bring your Regulation book to the scheduled training sessions.

Sessions Requested

Please check the sessions that you wish to attend and designate the location and date you wish to attend.

- | | |
|---|--|
| <input type="checkbox"/> Child Care Regulations _____ | <input type="checkbox"/> Playground Safety _____ |
| <input type="checkbox"/> Infant/Toddler Regulations _____ | <input type="checkbox"/> New Directors Orientation _____ |
| <input type="checkbox"/> After School Regulations _____ | <input type="checkbox"/> Handwashing/Sanitation _____ |
| <input type="checkbox"/> Behavior Management _____ | <input type="checkbox"/> Nutrition/Menu Planning _____ |

Individual Requesting Registration

_____	_____
_____	_____
_____	_____

Please type or print clearly. Training Certificates will be issued at the end of the each session. Names on training certificates will come from the registration list above.

Center Name _____	Director _____
Center Address _____	Owner _____
Director Designees _____	
City _____	State _____ Zip _____
Center Telephone _____	
Center Email _____	

The Following Providers Have Standing Approval For Child Care Staff Development

Any program related to child care sponsored or conducted by PROJECT PREPARE, Institute for Disability Studies at The University of Southern Mississippi. For information, contact Ann Henson at 601-331-7369

Any program related to childcare sponsored by an accredited University, College, Community College, Mississippi State University Extension Service, the Mississippi State Department of Education, or Public School District.

Mississippi Department of Human Services-Office for Children and Youth Director's Childcare Credentialing Project and any other training offered by MDHS-Office for Children and Youth.

Any program related to childcare sponsored by a state or regional professional childcare organization, etc., including but not limited to Jackson Childhood Association, Mississippi Early Childhood Association, or local affiliate, Rankin Childcare Director's Association, Pine Belt Childcare Directors Network, and National Association of Child Care Professionals (NACCP).

Any program related to childcare sponsored by a national childcare organization, National Association for the Education of Young Children, Child Welfare League of America, or National Child Care Association, Southern Early Childhood Association, etc., or their affiliates.

Any program related to childcare presented by the Appelbaum Training Institute.

Any program related to childcare offered by the Mississippi Low Income Child Care Initiative. Contact Carol Burnett at 228-374-2218.

CPR and FIRST AID training that is provided by a CERTIFIED INSTRUCTOR and results in the certification of the attendee. Caregivers must take adult, infant, and pediatric First Aid and CPR.

Learn Not to Burn® and Risk Watch® Train-the-trainer programs conducted/approved by the Mississippi Association of Public Fire Safety Educators.

Any program related to childcare provided by the Mississippi Forum on Families and Children.

Any program related to childcare provided by the Mississippi State University's Partners for Quality Childcare Project.

Any program related to childcare by Natural Learning, 103 Sycamore St., Leland, MS 38756. Contact Mary Jo Ayers at 1-888-407-6021.

Home-Study courses for child care providers through Care Courses. Contact Care Courses at www.carcourses.com or 1-800-685-7610.

Any program related to childcare offered by the Mississippi SIDS Alliance (Sudden Infant Death Syndrome).

Any program related to child development or childcare offered by New Dimensions Child Development Training Institute, 1065 Raymond Road, Jackson, MS 39204. Contact Jo Gregory at 601-502-2700

(CDA) Credentialing Director Associate Certificate and various topics offered by Collate Education For Mississippi, INC. P.O. Box 75664 / Jackson, MS 39282, Contact: Annie Thompson @ (601) 502-1707 or BAPTISM@PEOPLEPC.COM